Spudly

WYBC-THE YALE BROADCASTING COMPANY
Incorporated

PROGRAM DEPARTMENT

1 November 1948

TO: All Supervisors and Assistant Supervisors

Because many of you do not seem clear as to the duties of a Supervisor, it is urgently recommended that you study the attached sheets, and perhaps use them as a guide on your shift. The importance of correctly carrying out these duties cannot be too strongly emphasized, and your full cooperation is requested.

From time to time some of you have taken it upon yourself to appoint someone to take your place. An hour test is not an excuse for missing your shift. Try to plan ahead of time, and if it is absolutely impossible for you to come the night you are assigned, ARRANGE WITH A FULL SUPERVISOR (Not an Assistant) TO TAKE YOUR PLACE. Check list on bulletin board if you are not sure who is a Supervisor and who is an Assistant.

David H.Z. Johnston
Program Director

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David H.L. Coleman
Program Director

SUPERVISORS

WYBC-THE YALE BROADCASTING COMPANY
Incorporated

PROGRAM DEPARTMENT November 1, 1948

STANDARD OPERATING INSTRUCTIONS
Supervisor's Duties

SUPERVISORS and their Assistants are in complete charge of all broadcasting for the day, except for instructions from the Program Director, one of the Assistant Program Directors, or member of the Program Department office staff.

A SUPERVISOR IS DESIGNATED BY THE PROGRAM DEPARTMENT only; and no Supervisor can appoint an assistant or designate anyone to take his place at any time during a shift without the express approval of the Program Department. Assistants will be appointed to understudy and assist the regular Supervisor; however such assistants will not become qualified to handle the shift by themselves until so designated.

DUTIES OF THE SUPERVISOR: He is responsible for fulfilling each day thefollowing standard duties and such other instructions as may be published in other directives.

1. Be at thestation at least ½ hour before air time.
2. Have all records brought in from the record room for the entire evening prior to air time. This includes Serenade at Six and Design for Study.
3. Assign heelers for picking up and returning News and Sports summaries in conformity with schedule published by Pgm Dept.
4. Assign members listed for the days shift in conformity with their classification as monitors and announcers.
5. Checking of all microphones after same have been moved and/or at theboginning of each evening.
6. Distribution of program logs as designated on them. Listing of scheduled announcers and monitors in proper column.
7. Verifying that all commercials and continuity have been supplied prior to air time.
8. The assignment of broadcast studios for use so that 1 & 2 are used alternately for succeeding programs. Setting up of studios and placement of mikes for each program.
9. Keeping all heelers present in the studios between 4:00-12:30 busy; members may instruct you as to assigned tasks when heelers are not needed by you for operation of the station.
10. All studios and offices must be exceptionally clean and neat during the hours 4:30-12:30 PM.
11. Checking on the airing of Yawn Club for that morning; include information in Supervisor's Report.
12. Checking periodically on each monitor to make sure he is following monitoring instructions and peaks, etc.
13. Instructing announcers which shows they will read, and who will do what, etc., in conformity with broadcasting procedure.

14. Writing in duplicate a complete Supervisor's Report for the day. Posting original copy and filing duplicate in the Assistant Program Directors box.
15. Filing original copies of all Record lists in the Record Department Directors box.
16. Providing Stardustor with continuity, commercials, and instructions for his program.
17. Checking logs for completeness at 11:15 (with the exception of one left for the Stardustor) and filing same in the Assistant Program Directors Box.
18. Separating all commercials, spot plugs, and continuity and filing as follows:
    Spot plugs to Public Relations office
    Commercials to box for the day in question (place where you got them)
    Continuity to Continuity department office.
19. Filing and collection of all scripts for specials shows in the Assistant Program Directors box.
20. Instructing Stardustor and heelers in the locking of studios, turning off speakers, lights, etc.
21. Be on duty continualy between the hours of 4:00 pm and 11:15 pm except for dinner.
22. Reporting any unusual happenings etc to the Program Department.
23. Responsible for network feeding of programs to other stations. Time and level checks, etc.

David H.Z. Johnston
Program Director

14. Writing in duplicate a complete Supervisor's Report for the day. Leaving original copy and filing Duplicate in the Assistant Program Director's box.

15. Filing original copies of all Logged Items in the Logged Department Directors box.

16. Providing Station Master with community, commercials, and instructions for his program.

17. Checking logs for completeness at 11:15 (with the exception of one left for the Station Master) and filing same in the Assistant Program Director's Box.

18. Supervising all commercials, spot plugs, and continuity and filing as follows:

Spot plugs to Public Relations Office
Commercials to box for the day in question
(place where you got them)
Continuity to Continuity Department Office.

19. Filing and collection of all scripts for specials shown in the Assistant Program Director's box.

20. Inaugurating Station Master and Boolers in the locking of doors, turning off spotlights, etc.

21. Be on duty continuously between the hours of 4:00 pm and 11:15 pm except for dinner.

22. Reporting any unusual happenings etc to the Program Department.

23. Responsible for network feeding of programs to other outlets. Time and level checks, etc.

David H.Z. Johnston
Program Director